Destroy Annexure

App Γ IX 4

Previous References (1935 Vol)

Dis 72-326/14.4/74 26

Letter References

File No 91-35

Serial Nos 1-4

GENERAL AND REVENUE SECRETARIAT

Serial Nos 4

Part B for Dec 35

SUBJECT

Simplified System of Office Procedure in town & main municipalities

4. Govt 4853-62-of 20/12 35. To Secy of Districts, Comptr, Revenue Boards etc re introduction of ...

WD 03607—GPB—22 00—2-8 3

241
2

General and Revenue Secretariat | File No | of 193 5-36 | [App F III 2

From

The Deputy Comr., Hassan Distt

No C 94-35-Ag 11 7 35

Requests orders of Govt in regard to the systems to be followed in the several Mal Offices in the State Distt in regard to the maintenance of the correspondence registers therein

The Farm Formn Mal Cs are mostly dispatched only by the Revenue Officers viz the Amildars & Sub-Dy offices and it is desirable to follow in the Mal Offices the simplified system of Office procedure which is in vogue in the Taluk offices in the State the Revenue Comr may perhaps be consulted in the matter

2 It is also for consideration if the opinion of the Dy Cs of other Distts may be called for as to the system prevailing in the Mal Offices in their Distts & what

Memorandum

NOTE—Co tn Sheet

941 — 2

File No of 1935–36 General and Revenue Secretariat

Suggestions are with respect
for orders

1 M 15/7/35 M/15/7

(2) Please post up a copy of the GO regarding the Simplified System of Office Procedure referred to. I think this system has not been ordered to be introduced in the Bangalore Md Office. The connected file may also be posted up

for 18/7

4 A copy of GO no A 7207-9/2-R 155-1,-2 dated 12 4 19 25 posting

5 file EB 72-32- 14, 16, 24, 25 and 44 also posting

for 19/7/35 M/19/7

6 The opinion of all Dy Secrs may be called for as to whether the Simplified System of Office Procedure may be adopted in all Municipal Offices and Taluk Offices (except Bangalore City)

for 22/7

440
28/7/35

7 Submitted with a draft letter for approval

for 23/7/35 M/23/7

8 Issued for 29/7

30 JUL 1935
SECTT

The Dys concerned except the Chairman
no R 1003-9 Dy 8/8/35-
Calls for their opinion in regard to
the point raised therein

Simplified System of Office Procedure
in Municipal Offices 701 to 703
241 701 703 1867

General and Revenue Secretariat — File No 91 of 193 5-36 — [App F III-2

From
the D.C. Kadur Distt
no L.Dis 429/35-36 dated 8/8/35
States that the simplified system of
Circle in force in the Taluk Offices
of the State may be adopted in all
Mul. Offices

From
the D.C. Tumkur Distt
no L.Dis A6 C 369/35-36 Dt 8/8/35
States that the simplified System
of Office Procedure in force in the
Taluk Offices may be adopted in the
Mul. Offices also
10 Replies from the other D.Cs will
be awaited

Fwd
19/8/35 MV 19/8

From
the D.C. Shimoga Distt
no M/s C 277-78/35-36 dt 19/8/35
furnishes his opinion in the matter
11 Replies from four other D.Cs will be
awaited

Fwd
24/9/35 MV

NOTE—Contn Sheet

Fwd

703 V 1361 V 1506 V 1917 1506 1917

File No 91 of 1935-36 General and Revenue Secretariat

From the D-c Kolar Dstt --
no Dy A5 C 5944/35-3631 X 35-
States that the simplified system
of office procedure may be introduced
into all the offices in the Distt --
Returns for perusal replies from the
DCs will be awaited

From 4/11/35 MV/Upt

Ans 13/11/35

13 Draft reminder to other DCs
is putup --

From 17 X 35- 14 Issue MV/VPO

Issued No L 2873-5 Dy 25 X 35-

18 OCT 1935 REV SECTT

From the D-c Mysore Dstt
no D-3 4586/35-31 Dy 29 X 35-
Invites his opinion in the matter
(5 Replies from other DCs will be awaited

From 23/11/35 MV

Ans 9/11

Recd it 9/11/35

From the D c Chitaldrug Dstt
No A&M C 354/3536 Dy 18 Nov 35
Forwards opinion in the matter

Ans 12-11-35

2468
2 3

General and Revenue Secretariat — File No 91 of 1935-36 [App F III—2

Serial No

From
the D.C. Bhimdatta
No CA 5(1) 35-36 dt 26.11.35
intimates that the simplified
system of office procedure ~~in the~~
~~office~~ maybe adopted with
advantage in all the municipal
offices in the District
Submd for perusal
16 Information in respect of
12 mcts in the Hyderabad District
is due & its receipt will be awaited,
a reminder being issued in the meanwhile

17 yrs Attn 5/12

From
4/12/35 - NW 4/12/35

18 Draft reminder Submitted
for approval
Sd 5.12.35 Gesne
NW 5/12 NW 5/12

From
the D.C. Hyderabad
No L.Dis 483/35-36 dt 12.12.35
forwarding a copy of the letter dated
27.11.35 from the Secretary to Govt on the subject
20 Information was required in
respect of the remaining 12 mcts

TYPING DIRECTION
6 DEC 1935

NOTE—Contn Sheet

WD 03594—GPR—30 000—18 7 35

Introduction of the simplified system of office procedure in the offices in the state 2767

File No 91 of 1935-36 General and Revenue Secretariat

in the Mysore State since the information was not called for specifically. The D.C. has simply sent a copy of his previous letter since the D.C. has definitely stated that the simplified system of office procedure may be introduced in municipal offices also, it is not perhaps necessary to pursue the matter further.

2) All the D.Cs are in favour of introducing the simplified system of office procedure into municipal offices

2) Submit for orders

Sd/- 14/12/35

2) Please put up a draft G.O. for the introduction of the system in all municipal offices

2) What about the Bangalore & Mysore as the Officers?

Needs 30 Copies

17/12

RECEIVED FROM THE OFFICE OF THE SECOND MEMBER OF GOVERNMENT 20 DEC 1935 No. 6823

2) A draft G.O. is submitted for consideration

2) No information is available here about the Bangalore & Mysore City Municipal Offices

TYPE SECTION 23 DEC 1935 4-40

4) Madras may take action

Sd/- 18/12/35

Secretary

20/12

20/12

Sd/- 21/12/35

23/12

20/12

2762
2

4

General and Revenue Secretariat | File No 91 of 1935-36 | [App F III—2

Serial No	
4	To the Dirs of Taxes & Comptroller re Rev Cons No 2 485-36 28/12/35
–	Directs the adoption of the simplified system of office procedure
–	in correspondence in the Files of all Taxes & Revenue Offices in the State.
–	

E

Secy.
Fin
31/1/36

B
Fin
6/II/36

NOTE—Contn Sheet

WD 03594—GPB—30 000—18 7 35

File No of 193

General and Revenue Secretariat

No C 94-35.
One nil

nil 91-35-1

OFFICE OF THE DEPUTY COMMISSIONER
HASSAN DISTRICT

Dated Hassan the 11th July 1935

GEN & REV SECT
241/L
13 JULY

FROM

M CHENNARAJ URS ESQUIRE B A LL B
Deputy Commissioner Hassan District

To

M Venkatanarayanappa, Esq , B A ,
Secretary to Government, Development Department,
Bangalore

SIR

I have the honor to state that at present, there is no uniformity of procedure in regard to the maintenance of the correspondence registers in the Municipal Offices of this District In some offices, the current registers under the Disposal Number System have been maintained, while in the others, the 'From' and 'To' Registers have been maintained In the offices where the 'From' and 'To' Registers are being maintained, Cross-references are not being noted systematically with the result that it is not possible to make out how many references are pending at a particular period In the offices where the current registers under the Disposal Number System have been maintained, some have maintained 2 registers, viz , one Higher Current and another Ordinary Current register, while in some offices, only one register has been maintained In some offices the General Receipt Register is not being maintained It is thus seen that there is no uniformity in the maintenance of these registers

I request you to be so good as to obtain the orders of Government as to the system to be followed in these offices and communicate the same to me at an early date

I have the honor to be,
Sir,
Your most obedient servant,
M Chennarajurs 11/7/35
Deputy Commissioner,
Hassan District

as

Appendix F G—1]

SUBJECT

6

Diary No of letter replied to

General and Revenue Secretariat

( )

the *193*

Date of issue 3-8-35

Signed by for A S R

List of enclosures

Copied by

Examined by

Section nil

File No 91-35

Serial No 2

No L 6003-9

To

The D cs of Distts

except Hassan

Sir,

It has been brought to the notice of Govt that at present, there is no uniformity of procedure in regard to the maintenance of the correspondence registers in the Secretariat offices in the State and that it is necessary to introduce a uniform system of procedure in the ~~office~~

WD 01956—GPB—22 500—12 6 34

I am accordingly to request
you to state what system
prevails at present in the
several Jurys Courts of Pleas
in your District and to furnish
your opinion as to whether the simplified
system of Civil procedure or any other system in the Dublin Courts
be adopted in the ensuing Sessions also

I have
&c
for Judge Wright

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

No L1003-9
Rul 91-35-2

General and Revenue Secretariat
Dated Bangalore 31st July 5 193
3-8-35

FROM

The *Secretary to the Government of His Highness the Maharaja of Mysore*
Development Department, Bangalore

To

The Deputy Commissioners of districts except Hassan Dist

SIR

It has been brought to the notice of Government that at present there is no uniformity of procedure in regard to the maintenance of the correspondence registers in the several Municipal Offices in the State and that it is necessary to introduce a uniform system of procedure in this respect I am accordingly to request you to state what system prevails at present in the several Town and Minor Municipal Offices in your district and to furnish your opinion as to whether the simplified system of office procedure in force in the Taluk Offices may be adopted in the Municipal Offices also

I have the honour to be,

Sir

Your most obedient servant,

Tidy 8/8/35

for Secretary to Government,
Development Department

psk-8

701

In reply please refer to—
No L Dis 422/35-36

OFFICE OF THE DEPUTY COMMISSIONER
KADUR DISTRICT

Chikmagalur dated 8th August 1935

FROM M Venkatesa Iyengar, Esquire, M A ,
Deputy Commissioner
Kadur District

To

M Venkatanaranappa, Esquire, B A ,
Chief Secretary to the Government of
His Highness the Maharaja of Mysore
Development Department, *BANGALORE*

SIR

Subject MAINTENANCE OF CORRESPONDENCE REGISTERS IN THE MUNICIPAL OFFICES

With reference to your letter No L 1003-9 dated 3-8-35 on the subject noted above, I have the honour to state that " From" and "To" Registers are maintained in the several Municipal Offices in this District

2 As this system entails much scriptory work, I am of opinion that the " Simplified System " of correspondence in force in the Taluk Offices of the State may be adopted in all Municipal Offices

I have the honour to be,
Sir,
Your most obedient servant,
M Venkateesaiyengar
Deputy Commissioner,
Kadur District

9 703/2

No L Dis A 6 C 369/35-36

Office of the Deputy Commissioner,
Tumkur District,
Dated, Tumkur, the 8th August 1935

From

F Abdul Khadir Esquire, B A ,
Deputy Commissioner, Tumkur District

To

M Venkatanaranappa Esquire, B A ,
Development Secretary to the Govt ,
of Mysore, B a n g a l o r e

Sir,

With reference to your letter No L 1003-9/Ml 91-35-2 dated 3rd August 1935, re the introduction of a uniform procedure for the maintenance of the correspondence registers in the Municipal Offices in the State, I have the honor to state that the simplified system of Office Procedure in force in the Taluk Offices may be adopted in the Municipal Offices also

I have the honor to be,
Sir,
Your most obedient servant,

For Deputy Commissioner,
Tumkur District

T M C 8/8

1361

No MC 277-75/35 36

OFFICE OF THE DEPUTY COMMISSIONER
SHIMOGA DISTRICT

Dated Shimoga 193
xxxxxxx 19th September, 5

From

S Narayana Rao, Esq , M A ,(Hons)

Deputy Commissioner,

Shimoga District

To

M Venkatanarasappa, Esq , B A ,

Secretary to Government,

Development Department,

Bangalore

Sir,

With reference to your letter No: ~~LXS64-V1/1-M.96-34-8~~ L 1003-9/M1 35-2 dated 3rd August 1935 calling for my opinion regarding introduction of the simplified system of office procedure in force in the Taluk Offices to the Municipal Offices also, I have the honour to state that this system has been already adopted in the marginally noted five municipal offices and the same may be introduced in the other Offices also

Bhadravati)
Nyamti)
Shikarpur)
Sagar)
Sorab)

I have the honour to be,

Sir,

Your most obedient servant,

S Narayana Rao

DEPUTY COMMISSIONER

19 9 35-

mr CVR

I llf t rr p d ce
pl qu t th
N L Dis A5 C.526/35-36
E ls

OFFICE OF THE DEPUTY COMMISSIONER,
KOLAR DISTRICT

Dated Kolar the 1st October *1935*

1506

FROM

T G RAMA IYER ESQ BA
Deputy Commissioner,
Kolar District

To

/EIT ATAN'ARANAI PA, ESQ , B A ,

Secretary to the Government of Mysore,

Development Department
Bangalore

SIR,

Referring to your letter No L 1003-9/11 91-35-2 dated 3-8-1935 calling for my views regarding the maintenance of the correspondence registers in the Municipal Offices I have the honour to ~~inform~~ State that simplified System of Office Procedure may be introduced into all Municipal Offices

I have the honour to be,

Sir,

Your most obedient servant,

Deputy Commissioner
Kolar District

vkn

No L 2873-5 Dt 23/10/35

To

The D.C.S of Police
Mysore for circulation

Sir,

I am directed to invite reference to this office letter No L 1003-9/Mul 91-35₂ Dated the 3rd August 1935 calling for your opinion regarding the introduction of the simplified system of office procedure in force in the Taluk offices to the Police also and to request that your reply thereto may be expected by 1st November

By order
Sd/-
Secy to Govt
Home Dept

1917

No L D3 483/35-36
Enc

OFFICE OF THE DEPUTY COMMISSIONER
MYSORE DISTRICT

Dated Mysore 29th October 1935

FROM

B T KESAVAIENGAR Esq B A
DEPUTY COMMISSIONER MYSORE DISTRICT
MYSORE

To

M Venkatanaranappa, Esq , B A ,
Secretary to the Government of Mysore,
Development Department, *Bangalore*

SIR

Simplified System of Office procedure to be introduced to the Town and Minor Municipal Offices

=====

With reference to your letter No L 1003-9/M1 91-35-2 dated 31-7-1935/3-8-1935, and subsequent reminder thereon regarding the above, I have the honor to state that at present the several Municipal Offices in the District have been maintaining "From" and "To" Registers for all kinds of correspondence The System of Office Procedure in force in the Taluk Offices may, in my opinion, be adopted in the Municipal Offices also A statement showing the opinion furnished by some of the Municipal Councils in the District is also appended for information

The following Presidents of Municipal Councils are agreeable to the Simplified System of Office Procedure -

1 Mandya
2 Hunsur
3 Chamarajanagar
4 Nanjangud
5 Periyapatna
6 Saragur
7 Narle
8 Saligram
9 Nagaramgala
10 Yelandur
11 Krishnarajapet
12 Gundlupet

The following are against the introduction of the System
1 Belakavadi
2 Ramasamudra

The reports from other Municipal Councils have not been received

---

I have the honor to be,

Sir,

Your most obedient servant,

Deputy Commissioner,
Mysore District

Ml 91-35-3 2014

T l Add —D)
CHITALDRUG

I ply ple e f to
N AG L G 354/35-36
E l s

OFFICE OF THE DEPUTY COMMISSIONER
CHITALDRUG DISTRICT

Dated Chitaldrug 1st November 1935

FROM

N S Iyengar Esquire B A ,
Deputy Commissioner
Chitaldrug District

To

H Venkatanaranappa Esquire B A ,
Development Secretary to Government,
B A N G A L O R E

Sir,

With reference to your letter No L 1003-9/Ml 91-35-2 dated 3rd August 1935 calling for my opinion in the matter of the adoption of the simplified system of Office Procedure in the Municipal Offices as is in force in the Taluk Offices, I have the honor to state that I am of opinion that the simplified system of office Procedure may be introduced in the Municipal offices also

I have the honor to be,
S I R,
Your most obedient servant,

Deputy Commissioner,
Chitaldrug District

Ml 91-35-

2468

All future communications to be addressed to the Deputy Commissioner, Bangalore District, quoting
No C2-540/35-36
E
Tl Adl DEPCOM
P tB N 34

OFFICE OF THE DEPUTY COMMISSIONER
BANGALORE DISTRICT

Dated Bangalore the 26th November 1935

From

H V Ramaswami, Esq , M A ,B L ,
Deputy Commissioner
Bangalore District

To

M Venkatanaranappa, Esq , B A ,
Secretary to Government, Development Department,
Bangalore

Sir

Subject –

With reference to your letter No L 1003-9 dated 31-7/3-8-1935 Ml 91-35-2 calling for my opinion regarding the introduction of the Simplified System of Office Procedure in force in the Taluk Offices, to the Municipal Offices, I have the honour to state that 'From and To' Register System with several other registers is in vogue at present generally in all the Municipalities and that the Simplified System may, with advantage, be adopted The Municipal Presidents who were consulted in the matter are also of the same opinion

I have the honor to be,
Sir,
Your most obedient servant,

H V Ramaswami

Deputy Commissioner,
Bangalore District

SS/-

D C o L D3 483/35-36 En one

Mr B T KESAVAIENGAR B A
Dep ty Commissione

MYSORE

Dated 12th Decr 1935

✓ vtm 18/12

Dear Sir,

With reference to your D O letter No L 4446 M 1 91-35 dated the 9th instant regarding simplified system of office procedure to be introduced into the Municipal Offices, I write to state that the reference was replied to in this office letter No D3 483/35-36 dated 27/29th October 1935 A copy of the letter is however enclosed herein for favour of ready reference

Yours sincerely,

Venkatanaranappa, Esq , B A ,
Secretary to Government,
Development Department,
Bangalore

A N

Letter No L D3 483/35-36 dated 27/29th October 1935, from the Deputy Commissioner, Mysore District, to the Secretary to Government, Development Department

---

Simplified System of Office Procedure to be introduced to the Town and Minor Municipal Offices

=====

With reference to your letter No L 1003-9/M1 91-35-2 dated 31-7-1935/3-8-1935 and subsequent reminder thereon, regarding the above, I have the honor to state that at present the several Municipal Offices in the District have been maintaining "From" and "To" Registers for all kinds of correspondence The System of Office Procedure in force in the Taluk Offices may in my opinion be adopted in the Municipal Offices also A statement* showing the opinion furnished by some of the Municipal Councils in the District is also appended for information

=====

"Copy"

Deputy Commissioner,
Mysore District

*The following Presidents of Municipal Councils are agreeable to the Simplified System of Office Procedure

1 Mandya
2 Hunsur
3 Chamarajanagar
4 Nanjangud
5 Periyapatna
6 Saragur
7 Hirle
8 Saligram
9 Nagamangala
10 Yelandur
11 Krishnarajapet
12 Gundlupet

The following are against the introduction of the System

1 Belakavadi
2 Ramasamudra

The reports from other Municipal Councils have not been received

---

G R S App F VI—G 2]

SUBJECT Abg

12cl/35 So

Diary No of letter replied to

Section ml
File No 91-35
Serial No 4

General and Revenue Secretariat

( )

the *193*

Proceedings of the Government of His Highness the Maharaja of Mysore

Date of issue 28/12 193

Signed by Mr A H Rowe

Read— Letter no C 94-35 dated the 11th July 35 from the Deputy Comr Hassan Distt, bringing to the notice of Govt that at present there is no uniformity of procedure ~~Order thereon~~ No for the maintenance of the correspondence registers in the Revenue offices in the Distt

Also Letter No L 1003-9 /Secl 91-35-2 dated the 31-7-35 from the Secy to Govt, Revenue Deptt to the D-Cs of Dists except Hassan

May this be—

(i) printed ? yes

(ii) treated as a standing order ? yes

(iii) published in the Gazette English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette Kannada Part ?

} no

as to whether the simplified system of office procedure in force in the Taluk offices may be adopted in the Revenue Municipal offices also

3) Opinions received from the Dists of Distts agreeing to the above proposal:

order no: L4853-62 dt 28/12/35

Govt are pleased to direct that the simplified system of office procedure & correspondence prescribed for Taluk offices in JD no R 7201-dt/LR 155-42 dated the 21st Dec 42 be adopted in all the offices of the Town & Town Halls in the State. The Dists of Distts are requested to see that this is brought into force very early.

List of Enclosure

Copied by

Examined by

WD 0158—GPB—15 000—13 8-34

S. O

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

G O No L 4853 62—Ml 91 35 4 dated 28th December 1935

Introduction of the Simplified System of Office Procedure

Directs the —— in all the Offices of the Town and Minor Municipalities in the State

Read—

Letter No C 94 35 dated the 11th July 1935 from the Deputy Commissioner Hassan District bringing to the notice of Government that at present there is no uniformity of procedure in regard to the maintenance of the correspondence registers in the several Municipal Offices in the District

2 Letter No L 1003 9—Ml 91 35 2 dated the 31st July—3rd August 1935 from the Secretary to Government Development Department to the Deputy Commissioners of Districts except Hassan calling for their opinion as to whether the Simplified System of Office Procedure in force in the Taluk Offices may be adopted in the several Municipal Offices also

3 Opinions received from the Deputy Commissioners of Districts agreeing to the above proposal

ORDER No L 4853 62—ML 91 35 4 DATED BANGALORE THE 28TH DECEMBER 1935

Government are pleased to direct that the Simplified System of Office Procedure and Correspondence prescribed for Taluk Offices in Government Order No R 7201 9—L R 153 19 2 dated the 22nd December 1919 be adopted in all the Offices of the Town and Minor Municipalities in the State The Deputy Commissioners of Districts are requested to see that this is brought into force very early

M VENKATANARANAPPA
Secretary to Government
Development Department

To—The Deputy Commissioners of Districts
The Comptroller to Government
The Revenue Commissioner in Mysore

Exd—C K

WD 1204—GPB—885—4 1 36